

## MONONA COUNTY JOB DESCRIPTION

**Position:** Auto Clerk

**Reports to:** Treasurer

**Department:** Treasurer

**Revision date:** November, 2014

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### **GENERAL SUMMARY:**

Under general supervision, the auto clerk assists customers with vehicle registration, title transfers, registration renewals, and maintains accurate records within the Treasurer's office.

### **ESSENTIAL JOB DUTIES:**

Deals directly with the public at the counter, through mail and on the telephone. Processes vehicle licenses, title transfers, title replacements, lien searches and cancellations, junking certificates, refunds, salvage titles, bond titles, on-line renewals, electronic liens and releases, and enter refund applications.. Assists customers with paperwork to ensure accuracy and proper assignment. Notes security interests on titles and sends copies of titles to lien holders. Calculates appropriate fees and collects money from customers.

Maintains and updates files and computer records. Files previous day's transactions. Locates and removes outdated vehicle titles. Enters various receipts on computer to document financial transactions. Scans all title transactions daily into system and shreds all documents to ensure privacy.

Maintains accurate records of all financial transactions. Balances receipts to account for all money received. Deposits money in bank. Prepares financial reports summarizing all transactions. Issues checks to state and county to disperse monies collected. Performs month-end balancing with the State of Iowa and the Monona County Treasurer's office.

The Monona County Auto Department staff also puts the stickers on all license plates that leave the office and add or remove plates for the elderly or handicapped as an added service.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job with or without reasonable accommodations, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

Knowledge of or ability to research Iowa laws pertaining to and proper procedures for licensing vehicles, transferring titles, and documenting, searching and canceling liens.

Ability to research other state's laws on titling, liens, lien releases, ownership and signatures required to transfer.

Knowledge of proper format for various forms and reports used in the treasurer's office.

Skill in effectively dealing with the public in a courteous and helpful manner, in person and over the telephone, including dealing with individuals with a variety of personalities and moods.

Ability to perform basic math and bookkeeping functions. Ability to make change from cash transactions.

Ability to operate adding machine and computer in order to collect fees, reconcile financial statements and prepare financial reports.

Ability to operate standard office equipment including photocopier, scanner, telephone and keyboard.

Ability to communicate effectively in written and oral form to inform, explain and persuade.

Ability to maintain orderly files and records using standard alphabetical and numerical sequencing.

Ability to prepare reports and maintain accurate records. Ability to proofread and check work for accuracy.

Ability to lift and carry heavy boxes of license plates weighing up to 25 pounds.

**ENTRY REQUIREMENTS:**

High school diploma or ability to read, write and perform basic mathematics at the high school level. Ability to type, operate calculator and make change. Previous computer and/or office experience helpful.

**WORK ENVIRONMENT:** Works inside. Majority of work is performed while seated at desk or standing in office. Frequently has direct contact with the public. Work includes frequent interruptions.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.